



*Back by Popular Demand....*

## **Services Contracting: From Beginning to End**

Are you confused about the ins and outs of purchasing goods for the state? You are not alone. If procurement is part of your job, you must be aware of the many rules and procedures required by law. In this two-day session, you will learn the vocabulary, timeline, and requirements that are involved in the procurement process. Take time now to educate yourself on these essential procedures.

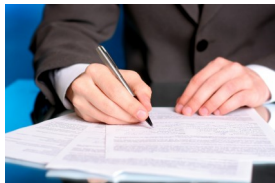
DAS-Procurement, Attorney General's office and PDS have worked together to create a learning experience that will help you do your job better, with more confidence and greater efficiency.

**Register today – seating is limited!**

**Wednesday, September 30 & Thursday, October 1**

8:30 am - 4:00 pm ; Hoover Level A, Conf Rm 6  
\$99 per day or \$169 for both days

Day 1 (GI 148)  
Procurement Rules  
Do's & Don'ts of Public Procurement  
Chapter 8F Requirements  
Accountable Government Act  
Drafting Specifications  
Bid Timeline  
Tools Available to You



Day 2 (GI 149)  
Ethics  
Developing Evaluation Criteria  
Evaluation Committee Rules & Responsibilities  
Drafting a Bid  
Negotiations  
Awarding a Contract



To enroll, please complete a [PDS eLearning registration form](#) and return to your agency's [training liaison](#), or contact Mary Guillaume at [pds@iowa.gov](mailto:pds@iowa.gov) or (515) 281-5456.